



Commercial Plan Review Check Sheet

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The following items must be included with all commercial permit applications at the time of submittal.
The application will not be reviewed if all items have not been included:

- ☐ Completed Permit application with all required information including contractor, owner, a clear and concise description of work, location of work, building information, value of work, and utility services.
- ☐ Name, address, and occupation of the plan preparer on the top sheet of both copies of each plan submitted.
- ☐ If the construction is to be performed by the owner, a signed affidavit is required.
- ☐ Two copies of the construction drawings, one copy of the APPROVED site plan showing improvements and dimensions from lot lines, two copies of the energy analysis (building envelope, lighting, and mechanical), and two copies of the geotechnical report. It must be clear from the construction drawings that the design has addressed specific code section requirements including, but not limited to, use group classification, construction type, occupant loads, egress components, accessibility (handicap) facilities and features and location(s) of rated assemblies. If on public water and sewer provide JCSA paid/waiver receipt, and if on well and septic provide a copy of the Health Department Report. Depending on the use group and area/height of the structure, the design may be required to be done by either a licensed architect or a professional engineer. See attached CHART A-GENERAL DESIGN for these design requirements. If the design is required to be performed by a licensed professional or if there is exterior insulation and finish systems (EIFS) in the design, an original copy of the statement of special inspections is required. An asbestos certification may be required if demolition is a part of the project.

The construction drawings should include:

- ☐ Elevation drawings. Details such as roof pitch, floor elevations above grade, and finish materials shall be clearly noted.
- ☐ A foundation plan drawn to scale. Show all dimensions. Details or notes must reflect requirements of the submitted geotechnical report as well as code requirements. Engineered foundations are required when it has been determined that moderate or high shrink swell soils exist.
- ☐ Floor plans drawn to scale. All dimensions with all rooms labeled is required.
- ☐ Detailed wall or building sections showing all structural elements, conformity to the 2006 Virginia Uniform Statewide Building Code (USBC), the geotechnical report, and the energy code requirements. Typical exterior wall sections shall clearly show attic and vaulted ceiling ventilation and roof tie-downs as required by the USBC.
- ☐ Provide Roof plans for complex roofs. Specify and show all members such as rafters, hips, valleys, post supports, braces, purlins, knee walls and structural ridge beams at cathedral ceilings.
- ☐ Provide two copies of floor and roof truss plans indicating review by the building designer. Cut sheets for each truss must be included. (If building is required to be designed by a licensed professional, truss drawings must also be certified by a licensed professional.)
- ☐ Ceiling heights shall be noted on the wall section or the elevations.
- ☐ All framing members including deck members, such as joists, double joists, beams, girders, posts, are to be labeled as to material, grade, location, direction, size and span on floor and foundation plans. All load paths shall be clearly shown from the roof to the foundation.
- ☐ Specify all beams and headers over 5 feet in length.
- ☐ Window and door sizes are to be labeled on plan or schedule provided.
- ☐ All elevation and plan options, and details not pertaining to actual proposed construction shall be clearly marked out.
- ☐ For all new habitable buildings or additions/modifications affecting the exterior walls of habitable buildings, an energy analysis (building envelope, lighting, and mechanical) based on the IECC standard 2006.
- ☐ ALL design loads required by Section 1604.1 of the 2006 International Building Code.

If you require clarification on any of these items, please contact the JCC Plans Examiner.

All items above have been included with the submittal permit application. All permit fees shall be paid for at the time of permit issuance.